



S.P.V.V.S'S

**G.P.PORWAL ARTS, COMMERCE AND V.V.SALIMATH SCIENCE  
COLLEGE, SINDGI – 586 128 (Dist : Vijayapur. Karnataka State)**


**Affiliated to Rani Channamma University, Belagavi**

E-mail: [gppprincipal@gmail.com](mailto:gppprincipal@gmail.com) Web: [www.gppvvs.ac.in](http://www.gppvvs.ac.in) Ph: 08488-221244 Mobile : 9611032604

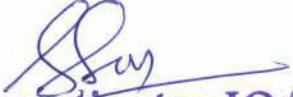
**3.1.1. Grants received from Government and non-government agencies for research projects/ endowments in the institution during the last five years.**


| Sl. No         | Name of the Project/ Endowments Chairs | Name of the Principal Investigator/ Co-Investigator | Department of Principal Investigator  | Year of Award | Amount sanctioned | Duration of the Project | Name of the Funding Agency                                   | Type (Government/ Non-Government) |
|----------------|--|---|---|---------------|-------------------|-------------------------|--|-----------------------------------|
| <b>2022-23</b> |  |   |   |               |                   |                         |  |                                   |
| 01             | Front Office Executive                 | MITHUN RATHOD                                       | Shri Prakash Teju<br>Assistant Professor<br>Department of Commerce G. P.<br>Porwal Arts, Commerce and V.<br>V. Salimath Science College,<br>Sindagi | 2022-23       | 7000/-            | 02 Months               | Ozone<br>Solutions N. S.<br>Hiremath<br>Building,<br>Sindagi | Non-<br>Government                |
| 02             | Front Office Executive                 | VILAS PWAR  | Shri Prakash Teju<br>Assistant Professor<br>Department of Commerce G. P.<br>Porwal Arts, Commerce and V.<br>V. Salimath Science College,<br>Sindagi | 2022-23       | 7000/-            | 02 Months               | Ozone<br>Solutions N. S.<br>Hiremath<br>Building,<br>Sindagi | Non-<br>Government                |
| 03             | Field Work Of Computer Technician      | PRAJWAL BADIGER                                     | Shri Prakash Teju<br>Assistant Professor<br>Department of Commerce G. P.<br>Porwal Arts, Commerce and V.<br>V. Salimath Science College,<br>Sindagi | 2022-23       | 8000/-            | 02 Months               | Ozone<br>Solutions N. S.<br>Hiremath<br>Building,<br>Sindagi | Non-<br>Government                |

  
**Coordinator IQAC**  
G. P. PORWAL ARTS, COM &  
V. SALIMATH Sc. College  
SINDGI-586128


  
**Principal,**  
G. P. Porwal Arts, Comm &  
V. V. Salimath Sc. College  
SINDGI-586128. College Code: 523


|    |                                   |                      |   |         |        |           |  |                    |
|----|-----------------------------------|----------------------|---|---------|--------|-----------|--|--------------------|
| 04 | Field Work Of Computer Technician | SHAILA UKALI         | Shri Prakash Teju<br>Assistant Professor<br>Department of Commerce G. P.<br>Porwal Arts, Commerce and V.<br>V. Salimath Science College,<br>Sindagi | 2022-23 | 8000/- | 02 Months | Ozone<br>Solutions N. S.<br>Hiremath<br>Building,<br>Sindagi | Non-<br>Government |
| 05 | Field Work Of Computer Technician | NIVEDITA<br>BIRADAR  | Shri Prakash Teju<br>Assistant Professor<br>Department of Commerce G. P.<br>Porwal Arts, Commerce and V.<br>V. Salimath Science College,<br>Sindagi | 2022-23 | 8000/- | 02 Months | Ozone<br>Solutions N. S.<br>Hiremath<br>Building,<br>Sindagi | Non-<br>Government |
| 06 | Front Office Executive            | MAIBOOB<br>KONDAGULI | Dr S. L. Patil Assistant<br>Professor Department of<br>Commerce G. P. Porwal Arts,<br>Commerce and V. V. Salimath<br>Science College, Sindagi       | 2022-23 | 7000/- | 02 Months | Ozone<br>Solutions N. S.<br>Hiremath<br>Building,<br>Sindagi | Non-<br>Government |
| 07 | Field Work Of Computer Technician | SIDDAMMA<br>BONAL    | Dr S. L. Patil Assistant<br>Professor Department of<br>Commerce G. P. Porwal Arts,<br>Commerce and V. V. Salimath<br>Science College, Sindagi       | 2022-23 | 7000/- | 02 Months | Ozone<br>Solutions N. S.<br>Hiremath<br>Building,<br>Sindagi | Non-<br>Government |
| 08 | Front Office Executive            | POOJA HOSAMANI       | Dr S. L. Patil Assistant<br>Professor Department of<br>Commerce G. P. Porwal Arts,<br>Commerce and V. V. Salimath<br>Science College, Sindagi       | 2022-23 | 7000/- | 02 Months | Ozone<br>Solutions N. S.<br>Hiremath<br>Building,<br>Sindagi | Non-<br>Government |
| 09 | Front Office Executive            | ASHWINI HEBBAL       | Dr S. L. Patil Assistant<br>Professor Department of<br>Commerce G. P. Porwal Arts,<br>Commerce and V. V. Salimath<br>Science College, Sindagi       | 2022-23 | 7000/- | 02 Months | Ozone<br>Solutions N. S.<br>Hiremath<br>Building,<br>Sindagi | Non-<br>Government |

  
**Coordinator IQAC**  
 G. P. PORWAL ARTS, COM &  
 V. V. SALIMATH Sc. College,  
 SINDGI-586128.

  
**Principal,**  
 G. P. Porwal Arts, Comm &  
 V. V. Salimath Sc. College  
 SINDGI-586128. College Code: 5234

|    |                        |                  |   |         |        |           |  |                |
|----|------------------------|------------------|---|---------|--------|-----------|--|----------------|
| 10 | Front Office Executive | SWATI HEBBAL     | Dr S. L. Patil Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi | 2022-23 | 7000/- | 02 Months | Ozone Solutions N. S. Hiremath Building, Sindagi | Non-Government |
| 11 | Front Office Executive | BISMILLAHA MULLA | Dr S. L. Patil Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi | 2022-23 | 7000/- | 02 Months | Ozone Solutions N. S. Hiremath Building, Sindagi | Non-Government |

  
**Coordinator IQAC**  
 G. P. PORWAL ARTS, COM  
 V. V. SALIMATH Sc. College  
 SINDGI-586128.

  
**Principal,**  
 G. P. Porwal Arts, Comm &  
 V. V. Salimath Sc. College  
 SINDGI-586128. College Code: 52





# OZONE SOLUTIONS®

#: N S Hiremath Building, Above Bank of Baroda, Sindagi – 586128

Cell: 9742974160, 7760953989 E-mail: ramu.s.metri@gmail.com

Ref No: OZSIN/22-23/140

**To**

The Principal GP Porwal  
Arts, Commerce, and VV Salimath  
Science College-Sindagi-586128.

**Dear Sir,**

**Subject:** - Regarding amount donation for Entrepreneurship

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With reference to the above cited subject, I undersigned, Training Provider for Various Project, and to enhance Entrepreneurship to the students. For this purpose we Ozone Solution had hand over liquid cash to the college account section. They had deposited to college account and they had transferred to the students account. Amount transaction, months and students name mentioned below.

| Amount Handover Ozone Solutions To GPP Collge |        |          |
|---|--------|----------|
| SL.NO   | MONTH  | AMOUNT   |
| 1   | May-22 | 80,000/- |
| 2   | Jun-22 | 80,000/- |

| STUDENTS DETAILS |                   |        |          |            |
|------------------|-------------------|--------|----------|------------|
| SL.NO            | STUDENT NAME      | AMOUNT | MONTH    | CONTACT    |
| 1                | Mithun Rathod     | 7000   | May/June | 7022690397 |
| 2                | Vilas Pawar       | 7000   | May/June | 9108675372 |
| 3                | Prajwal Badiger   | 8000   | May/June | 6363356989 |
| 4                | Shaila Ukali      | 8000   | May/June | 8431107782 |
| 5                | Nivedita Biradar  | 8000   | May/June | 6360779277 |
| 6                | Maiboob Kondaguli | 7000   | May/June | 8971289324 |
| 7                | Siddamma Bonal    | 7000   | May/June | 8197969641 |
| 8                | Pooja Hosamani    | 7000   | May/June | 9901311953 |
| 9                | Ashwini Hebbal    | 7000   | May/June | 9113252141 |
| 10               | Swati Hebbal      | 7000   | May/June | 9980099316 |
| 11               | Bismillaha Mulla  | 7000   | May/June | 9353078081 |

Place: Sindagi

Date: 18/04/2022

  
Principal,

G. P. Porwal Arts, Comm &  
V. V. Salimath Co. College

  
Co-ordinator IQAC  
G. P. Porwal Arts, Comm & V. V. Salimath  
Science College, SINDGI-586128. Dt:Vijayapur

  
OZONE SOLUTIONS  
N.S.Hiremath Building Above  
Bank Of Baroda Sindagi

| S P V SANGHA'S  |           |                    |                               |              |                    |
|---|-----------|--------------------|-------------------------------|--------------|--------------------|
| G P FORWAL ARTS COMMERCE AND V V SALIMATH SCIENCE COLLEGE SINDAGI DIST: VIJAYAPUR |           |                    |                               |              |                    |
| INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31.03.2023                     |           |                    |                               |              |                    |
| EXPENDITURE   | AMOUNT    | AMOUNT             | INCOME                        | AMOUNT       | AMOUNT             |
| <b>To Salary And Allowances</b>   |           |                    | <b>By Govt. Salary Grant</b>  |              | <b>4,72,17,062</b> |
| Salary Against Grant  |           | 4,72,17,062        | Salary Against Grant          |              |                    |
| Salary Paid By The Management   |           | 24,44,410          | <b>By Fees</b>                |              | <b>39,27,840</b>   |
| <b>To Repairs And Maintenance</b>   |           | <b>99,873</b>      | Admission Fees                | 48,400.00    |                    |
| Computer Maintenance  | 44,697    |                    | Tuition Fees                  | 19,90,920.00 |                    |
| Repair And Maintenance  | 55,176    |                    | Lab Fees                      | 1,72,640.00  |                    |
| <b>To Establishmet Expenditure</b>  |           | <b>5,71,172</b>    | Gymkhana Fees                 | 74,130.00    |                    |
| Bank Charges  | 1,570     |                    | Reading Room Fees             | 2,53,106.00  |                    |
| Cleaning  | 47,040    |                    | Library Fees                  | 37,800.00    |                    |
| Internet  | 2,829     |                    | Medical Fees                  | 1,28,600.00  |                    |
| College Web Site  | 1,65,000  |                    | Annual Culture Activity       | 70,730.00    |                    |
| Stationery  | 64,524    |                    | Magazine Fee                  | 1,69,920.00  |                    |
| Electricity Bill  | 1,15,142  |                    | Miscellaneous                 | 1,94,460.00  |                    |
| Telephone   | 11,447    |                    | Internal Test Fee             | 1,28,600.00  |                    |
| Ta  | 40,860    |                    | College Sports                | 4,000.00     |                    |
| Water Bill  | 10,280    |                    | Breakage Fees                 | 4,50,340.00  |                    |
| Printing  | 12,780    |                    | Processing Fees               | 32,150.00    |                    |
| Affiliation   | 15,900    |                    | T W F                         | 32,150.00    |                    |
| Postage   | 8,000     |                    | S W F                         | 20,050.00    |                    |
| Audit Fees  | 76,700    |                    | T D F                         | 45,714.00    |                    |
| <b>RCU University Fees</b>  |           | <b>8,13,560</b>    | Scouts & Guides               |              |                    |
| RCU Exam Exp  | 2,43,025  |                    | <b>By Rcu Fees</b>            |              | <b>7,07,618.00</b> |
| RCU Registration & Other Fees   | 5,70,535  |                    | Registration Fees             | 2,90,400.00  |                    |
| <b>TO GYAMAKHAN FEES/SPORTS</b>   |           | <b>1,01,833</b>    | Rcu Development Fee           | 68,568.00    |                    |
| SADILWAR  | 34,153    |                    | Sports Fee                    | 48,920.00    |                    |
| GYAMAKHANA  | 25,820    |                    | Youth Festival Fee            | 49,638.00    |                    |
| SPORTS  | 1,21,860  |                    | Bharat Scouts And Guides      | 25,104.00    |                    |
| <b>To Other Expenditure</b>   |           | <b>92,17,375</b>   | Poor Student Aid Fee          | 18,586.00    |                    |
| Fan Purchase  | 1,750     |                    | Rcusb                         | 48,920.00    |                    |
| Zoology Acc   | 9,150     |                    | Sports Development Fee-       | 24,620.00    |                    |
| Labour  | 42,700    |                    | Career Guidance               | 28,000.00    |                    |
| Chemical Purchase   | 34,058    |                    | Cdc Fee                       | 55,934.00    |                    |
| K F A Exam  | 33,250    |                    | S W F                         |              |                    |
| Cultural  | 45,770    |                    | Other Fee                     |              | 1,19,712           |
| Barby Acc   | 7,250     |                    | <b>By Other Income</b>        |              | <b>97,58,353</b>   |
| Scouts & Guides   | 19,500    |                    | Lab Deposit Fee               | 1,500        |                    |
| Ozon Organisation Scholarship   | 1,60,000  |                    | Identy Card                   | 24,200       |                    |
| Relief Fund   | 18,483    |                    | Nss                           | 51,440       |                    |
| Professional Tax  | 70,400    |                    | Red Cross                     | 64,300       |                    |
| Income Tax  | 75,20,528 |                    | Study Certificate             | 25,720       |                    |
| F B F   | 3,520     |                    | Teacher Flag                  | 12,100       |                    |
| Gelle   | 35,000    |                    | Other Fee                     | 96,800       |                    |
| Lic   | 12,15,616 |                    | Library Member Fee            | 11,610       |                    |
| Relief Fund   | 400       |                    | Prize A/C                     | 5,000        |                    |
| <b>Womens Hostel (Telson)</b>   |           | <b>61,070</b>      | Rcu Exam                      | 1,26,399     |                    |
| <b>To Depreciation</b>  |           | <b>7,04,856</b>    | Id Office Advance             | 88,45,464    |                    |
| Movable Assets:   | 3,30,586  |                    | Affiliation                   | 2,37,000     |                    |
| Past Student Asst. Building   | 6,448     |                    | Kea Exam                      | 35,750       |                    |
| Building  | 135       |                    | Ozon Organisation Scholarship | 1,60,000     |                    |
| Computer Room   | 420       |                    | Womens Hostel (Telson)        | 61,070       |                    |
| Steel Galary  | 28,540    |                    | <b>Bank Intrest</b>           |              | <b>73,560</b>      |
| Gymkhana Building Construction  | 1,48,680  |                    | Bank Intrest                  |              |                    |
| Play Ground   | 1,38,809  |                    | Misc Income                   |              | 4,043              |
| Ladies Toilet Building  | 17,550    |                    |                               |              |                    |
| College Garden  | 6,436     |                    |                               |              |                    |
| Compound Wall   | 25,453    |                    |                               |              |                    |
| Womens Hostel Water Purifier  | 1,798     |                    |                               |              |                    |
| Surplus for the Year  |           | 4,96,977           |                               |              |                    |
| <b>TOTAL</b>  |           | <b>6,18,08,188</b> | <b>TOTAL</b>                  |              | <b>6,18,08,188</b> |

SHANTAVEERESH MANUR & ASSOCIATES  
FRN 022001S

SHANTAVEERESH MANUR  
Proprietor

Mem. No. 239578

18/11/2023



Transaction Details

UNION BANK OF INDIA  
SINDGI  
NO.1816, WARD NO III, P.O.:SINDGI.  
DIST: BIJAPUR  
PHONE: 08488-221086

DATE: 13-01-2023

TO:  
M/S PRINCIPAL G P FORMAL ARTS COMMERCE AND V V SALIMATH SCIENCE COLLEGE SINDGI / M/S THE PRINCIPAL,SPVSS,G P FORMAL,BCA COLLEGE  
G P FORMAL COLLEGE BIJAPUR ROAD  
G P FORMAL COLLEGE BIJAPUR ROAD  
SINDGI-586128  
KARNATAKA, INDIA

CUST ID : 214489431

| STATEMENT OF ACCOUNT FOR THE PERIOD FROM 01-04-2022 to 13-01-2023 SBGEN-A/C NO: 575502010005525 |   | CHQ.NO.  | WITHDRAWALS      | DEPOSITS    | (SB GENERAL) INR               |
|---|---|----------|------------------|-------------|--------------------------------|
| DATE  | PARTICULARS   |          |                  |             | BALANCE                        |
|   |   |          |                  | 6,28,326.40 | 6,28,326.40Cr                  |
| 04-04-2022  | MUMBAI SERVICE BRANCH, MUMBAI<br>NEFT-RTU NEFT RTGS F094220162001443<br>UTR Number F094220162001443<br>Sender Account 05522200035218<br>Sender IFSC CNRB010552<br>Sender Bank CANARA BANK<br>Sender Branch BHUTARAMANASATTI |          |                  | 2,37,000.00 | 8,65,326.40Cr                  |
| 11-05-2022  | BY GZONE SOLUTION<br>Charges for FORD Customer Payment:UBINJ22131560960   | 02099977 | 2.66<br>7,000.00 |             | 9,45,326.40Cr<br>9,45,323.74Cr |
| 11-05-2022  | NEFT-MAHIBOOB KONDAGULI 000554662795<br>UTR Number UBINJ22131560960<br>Beneficiary Acct 89128643590<br>Beneficiary IFSC KVGB0003409<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch GOLGERI         |          |                  |             | 9,38,321.08Cr                  |
| 11-05-2022  | Charges for FORD Customer Payment:UBINJ22131597835<br>NEFTO-NIVEDITA B BIKARAKA 000554674566  | 02099976 | 2.66<br>8,000.00 |             | 9,30,321.08Cr<br>9,30,321.08Cr |
| 11-05-2022  | UTR Number UBINJ22131597835<br>Beneficiary Acct 89047071545<br>Beneficiary IFSC KVGB0003416<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch YANRANCHI   |          |                  |             | 9,30,318.42Cr                  |
| 11-05-2022  | Charges for FORD Customer Payment:UBINJ22131604294<br>NEFTO-SHAILA B UKKALI 000554673030  | 02099975 | 2.66<br>8,000.00 |             | 9,22,318.42Cr<br>9,22,318.42Cr |
| 11-05-2022  | UTR Number UBINJ22131604294<br>Beneficiary Acct 89075358876<br>Beneficiary IFSC KVGB0003411<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch JALWAD  |          |                  |             | 9,22,315.76Cr                  |
| 11-05-2022  | Charges for FORD Customer Payment:UBINJ22131607874<br>NEFTO-SIDDAMMA N BONAL 000554675723   | 02099978 | 2.66<br>7,000.00 |             | 9,15,315.76Cr<br>9,15,315.76Cr |
| 11-05-2022  | UTR Number UBINJ22131607874<br>Beneficiary Acct 8907802934<br>Beneficiary IFSC KVGB0003409<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch GOLGERI  |          |                  |             | 9,15,313.10Cr                  |
| 11-05-2022  | Charges for FORD Customer Payment:UBINJ22131610529<br>NEFTO-MITHUN P RAYHOD 000554694000  | 02099972 | 2.66<br>7,000.00 |             | 9,08,313.10Cr<br>9,08,313.10Cr |
| 11-05-2022  | UTR Number UBINJ22131610529   |          |                  |             | 9,08,313.10Cr                  |
|   | Cumulative Totals:  |          | 37,013.30        | 9,45,326.40 | 9,08,313.10Cr                  |

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| STATEMENT OF ACCOUNT FOR THE PERIOD FROM 01-04-2022 to 13-01-2023 A/C : 575502010005525 |   | CHQ.NO.  | WITHDRAWALS      | DEPOSITS | BALANCE                        |
|---|---|----------|------------------|----------|--------------------------------|
| DATE  | PARTICULARS   |          |                  |          |                                |
|   | Beneficiary Acct 89078914275<br>Beneficiary IFSC KVGB0003423<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch YALGOD                                   |          |                  |          | 9,08,310.44Cr                  |
| 11-05-2022  | Charges for FORD Customer Payment:UBINJ22131615840<br>NEFTO-SHWINI HEBBAL 000554676928  | 02099980 | 2.66<br>7,000.00 |          | 9,01,310.44Cr<br>9,01,310.44Cr |
| 11-05-2022  | UTR Number UBINJ22131615840<br>Beneficiary Acct 89061436932<br>Beneficiary IFSC KVGB0003415<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch SINDGI    |          |                  |          | 9,01,307.78Cr                  |
| 11-05-2022  | Charges for FORD Customer Payment:UBINJ22131619462<br>NEFTO-POOJA HOSAMANI 000554677992   | 02099979 | 2.66<br>7,000.00 |          | 8,94,307.78Cr<br>8,94,307.78Cr |
| 11-05-2022  | UTR Number UBINJ22131619462<br>Beneficiary Acct 89103125911<br>Beneficiary IFSC KVGB0003409<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch GOLGERI   |          |                  |          | 8,94,305.12Cr                  |
| 11-05-2022  | Charges for FORD Customer Payment:UBINJ22131619914<br>NEFTO-PRAJWAL S RADIGER 000554678918  | 02099974 | 2.66<br>8,000.00 |          | 8,86,305.12Cr<br>8,86,305.12Cr |
| 11-05-2022  | UTR Number UBINJ22131619914<br>Beneficiary Acct 89088344405<br>Beneficiary IFSC KVGB0003417<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch YARGAL BK |          |                  |          | 8,86,302.46Cr                  |
| 11-05-2022  | Charges for FORD Customer Payment:UBINJ22131620376<br>NEFTO-VILAS D FAWAR 000554691439  | 02099973 | 2.66<br>7,000.00 |          | 8,79,302.46Cr<br>8,79,302.46Cr |
| 11-05-2022  | UTR Number UBINJ22131620376<br>Beneficiary Acct 89074125390<br>Beneficiary IFSC KVGB0003424<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK                                 |          |                  |          | 8,79,302.46Cr                  |



Transaction Details

|                    |  |           |               |
|--------------------|--|-----------|---------------|
| 13-05-2022         | Beneficiary Branch KOKATNUR<br>NEFT:TEMSONS N133221957833672<br>UTR Number N133221957833672<br>Sender Account 090060150000102<br>Sender IFSC HDFCOCSUCBL<br>Sender Bank HDFC BANK LTD<br>Sender Branch BANGLI URAN CD OP BANK LTD SA | 61,070.00 | 9,40,722.46Cr |
| 15-06-2022         | Charges for FORD Customer Payment:UBINJ22166222220<br>NEFTO-BISMILLA ISMAIL MULLA 000582161517   | 02145482  | 7,000.00      |
| 15-06-2022         | Beneficiary Acct 89083545492<br>Beneficiary IFSC KVGB0003417<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch YARGAL BK   | 2.66      | 9,40,369.80Cr |
| 15-06-2022         | Charges for FORD Customer Payment:UBINJ22166223383<br>NEFTO-SHANTI SHIVANAND HERBAL 000582162015   | 02145481  | 7,000.00      |
| 15-06-2022         | Beneficiary Acct 89061156795<br>Beneficiary IFSC KVGB0003415   | 2.66      | 9,33,367.14Cr |
| Cumulative Totals: |  | 80,029.26 | 10,06,396.40  |

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STATEMENT OF ACCOUNT FOR THE PERIOD FROM 01-04-2022 to 13-01-2023 A/C : 575502010005525

| DATE               | PARTICULARS   | CHQ. NO. | WITHDRAWALS | DEPOSITS     | BALANCE        |
|--------------------|---|----------|-------------|--------------|----------------|
|                    | Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK  |          |             | 80,000.00    | 10,06,367.14Cr |
| 16-06-2022         | Beneficiary Branch SINDGI<br>BY CASH 16952 SINDAGI KAREPPA P PUJARI   |          | 118.00      |              | 10,06,249.14Cr |
| 22-06-2022         | Charges for MICR CHECK ISSUE CHARGE   |          | 2.66        |              | 10,06,246.48Cr |
| 24-06-2022         | Charges for FORD Customer Payment:UBINJ22175080390<br>NEFTO-KRISHNIBH KONDAGULI 000588504995  | 02145488 | 7,000.00    |              | 9,99,246.48Cr  |
| 24-06-2022         | Beneficiary Acct 89128643390<br>Beneficiary IFSC KVGB0003409<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch GOLGERI  |          | 2.66        |              | 9,99,243.82Cr  |
| 24-06-2022         | Charges for FORD Customer Payment:UBINJ22175085031<br>NEFTO-SIDDAPPA N BONAL 000588502291   | 02145489 | 7,000.00    |              | 9,92,243.82Cr  |
| 24-06-2022         | Beneficiary Acct 89078092934<br>Beneficiary IFSC KVGB0003409<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch GOLGERI  |          | 2.66        |              | 9,92,241.16Cr  |
| 24-06-2022         | Charges for FORD Customer Payment:UBINJ22175085570<br>NEFTO-MITHUN P RATHOD 000588515079  | 02145483 | 7,000.00    |              | 9,85,241.16Cr  |
| 24-06-2022         | Beneficiary Acct 89078914275<br>Beneficiary IFSC KVGB0003423<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch YALGOD   |          | 2.66        |              | 9,85,238.50Cr  |
| 24-06-2022         | Charges for FORD Customer Payment:UBINJ22175087419<br>NEFTO-VILAS D PAWAR 000588514807  | 02145484 | 7,000.00    |              | 9,78,238.50Cr  |
| 24-06-2022         | Beneficiary Acct 89074125398<br>Beneficiary IFSC KVGB0003424<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch KOKATNUR |          | 2.66        |              | 9,78,235.84Cr  |
| 24-06-2022         | Charges for FORD Customer Payment:UBINJ22175087941<br>NEFTO-POOJA HOSAMANI 000588499688   | 02145490 | 7,000.00    |              | 9,71,235.84Cr  |
| 24-06-2022         | Beneficiary Acct 8910325911<br>Beneficiary IFSC KVGB0003409<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch GOLGERI   |          | 2.66        |              | 9,71,233.18Cr  |
| 24-06-2022         | Charges for FORD Customer Payment:UBINJ22175088912<br>NEFTO-ASHWINI HERBAL 000588470718   | 02145491 | 7,000.00    |              | 9,64,233.18Cr  |
| 24-06-2022         | Beneficiary Acct 89061436932<br>Beneficiary IFSC KVGB0003415<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch SINDGI   |          | 2.66        |              | 9,64,230.52Cr  |
| 24-06-2022         | Charges for FORD Customer Payment:UBINJ22175100510<br>NEFTO-PAWANAL S BADIGER 000588513352  | 02145485 | 8,000.00    |              | 9,56,230.52Cr  |
| Cumulative Totals: |   |          | 1,30,165.88 | 10,86,396.40 |                |

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STATEMENT OF ACCOUNT FOR THE PERIOD FROM 01-04-2022 to 13-01-2023 A/C : 575502010005525

| DATE   | PARTICULARS  | CHQ. NO. | WITHDRAWALS | DEPOSITS | BALANCE       |
|--|--|----------|-------------|----------|---------------|
| 24-06-2022   | Beneficiary Acct 89088344405<br>Beneficiary IFSC KVGB0003417<br>Beneficiary Bank KARNATAKA VIKAS GRAMEENA BANK<br>Beneficiary Branch YARGAL BK |          | 2.66        |          | 9,56,227.86Cr |
| Charges for FORD Customer Payment:UBINJ22175114097 |  |          |             |          |               |

Transaction Details

|                    |  |                                  |             |                |
|--------------------|--|----------------------------------|-------------|----------------|
| 24-06-2022         | NEFTO-SHALLA B UNKALI 000588510524                 | 02145486                         | 8,000.00    | 9,48,227.86Cr  |
|                    | UTR Number   | UBINJ22175114097                 |             |                |
|                    | Beneficiary Acct                                   | 89075358876                      |             |                |
|                    | Beneficiary IFSC                                   | KVGB0003411                      |             |                |
|                    | Beneficiary Bank                                   | KARNATAKA VIKAS GRAMEENA BANK    |             |                |
|                    | Beneficiary Branch                                 | JALWAD                           |             |                |
| 24-06-2022         | Charges for PORD Customer Payment:UBINJ22175115180 |                                  | 2.66        | 9,48,225.20Cr  |
| 24-06-2022         | NEFTO-NIVEDITA B BIRADAR 000588507642              | 02145487                         | 8,000.00    | 9,40,225.20Cr  |
|                    | UTR Number   | UBINJ22175115180                 |             |                |
|                    | Beneficiary Acct                                   | 89047071545                      |             |                |
|                    | Beneficiary IFSC                                   | KVGB0003416                      |             |                |
|                    | Beneficiary Bank                                   | KARNATAKA VIKAS GRAMEENA BANK    |             |                |
|                    | Beneficiary Branch                                 | YANANCHI                         |             |                |
| 24-06-2022         | Charges for PORD Customer Payment:UBINJ22175116309 |                                  | 2.66        | 9,40,222.54Cr  |
| 24-06-2022         | NEFTO-SWATI SHIVANAND HEBBAL 000588517437          | 02145492                         | 7,000.00    | 9,33,222.54Cr  |
|                    | UTR Number   | UBINJ22175116309                 |             |                |
|                    | Beneficiary Acct                                   | 89061136795                      |             |                |
|                    | Beneficiary IFSC                                   | KVGB0003415                      |             |                |
|                    | Beneficiary Bank                                   | KARNATAKA VIKAS GRAMEENA BANK    |             |                |
|                    | Beneficiary Branch                                 | SINDGI                           |             |                |
| 24-06-2022         | Charges for PORD Customer Payment:UBINJ22175117427 |                                  | 2.66        | 9,33,219.88Cr  |
| 24-06-2022         | NEFTO-BISHMILLA ISMAIL MULLA 000588519036          | 02145493                         | 7,000.00    | 9,26,219.88Cr  |
|                    | UTR Number   | UBINJ22175117427                 |             |                |
|                    | Beneficiary Acct                                   | 89083545432                      |             |                |
|                    | Beneficiary IFSC                                   | KVGB0003417                      |             |                |
|                    | Beneficiary Bank                                   | KARNATAKA VIKAS GRAMEENA BANK    |             |                |
|                    | Beneficiary Branch                                 | YARGAL BK                        |             |                |
| 16-07-2022         | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00304 |                                  | 4,750.00    | 9,30,969.88Cr  |
|                    | UTR Number   | AXISP0030444823                  |             |                |
|                    | Sender Account                                     | 921020018592074                  |             |                |
|                    | Sender IFSC  | UTIB0000060                      |             |                |
|                    | Sender Bank  | AXIS BANK LTD                    |             |                |
|                    | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |                |
| 19-07-2022         | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00304 |                                  | 41,260.00   | 9,72,229.88Cr  |
|                    | UTR Number   | AXISP00304549537                 |             |                |
|                    | Sender Account                                     | 921020018592074                  |             |                |
|                    | Sender IFSC  | UTIB0000060                      |             |                |
|                    | Sender Bank  | AXIS BANK LTD                    |             |                |
|                    | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |                |
| 20-07-2022         | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00305 |                                  | 67,090.00   | 10,39,319.88Cr |
|                    | UTR Number   | AXISP00305192579                 |             |                |
|                    | Sender Account                                     | 921020018592074                  |             |                |
|                    | Sender IFSC  | UTIB0000060                      |             |                |
|                    | Sender Bank  | AXIS BANK LTD                    |             |                |
|                    | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |                |
| Cumulative Totals: |  |                                  | 1,60,176.52 | 11,99,496.40   |
|                    |  |                                  |             | 10,39,319.88Cr |

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STATEMENT OF ACCOUNT FOR THE PERIOD FROM 01-04-2022 TO 13-01-2023 A/C : 575502010005525

| DATE       | PARTICULARS  | CHQ.NO.                          | WITHDRAWALS | DEPOSITS    | BALANCE        |
|------------|--|----------------------------------|-------------|-------------|----------------|
| 21-07-2022 | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00305 |                                  |             | 41,260.00   | 10,80,579.88Cr |
|            | UTR Number   | AXISP00305392911                 |             |             |                |
|            | Sender Account                                     | 921020018592074                  |             |             |                |
|            | Sender IFSC  | UTIB0000060                      |             |             |                |
|            | Sender Bank  | AXIS BANK LTD                    |             |             |                |
|            | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |             |                |
| 22-07-2022 | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00305 |                                  |             | 1,45,170.00 | 12,25,749.88Cr |
|            | UTR Number   | AXISP00305772068                 |             |             |                |
|            | Sender Account                                     | 921020018592074                  |             |             |                |
|            | Sender IFSC  | UTIB0000060                      |             |             |                |
|            | Sender Bank  | AXIS BANK LTD                    |             |             |                |
|            | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |             |                |
| 25-07-2022 | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00306 |                                  |             | 33,840.00   | 12,59,589.88Cr |
|            | UTR Number   | AXISP00306147106                 |             |             |                |
|            | Sender Account                                     | 921020018592074                  |             |             |                |
|            | Sender IFSC  | UTIB0000060                      |             |             |                |
|            | Sender Bank  | AXIS BANK LTD                    |             |             |                |
|            | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |             |                |
| 27-07-2022 | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00306 |                                  |             | 74,510.00   | 13,34,099.88Cr |
|            | UTR Number   | AXISP00306543350                 |             |             |                |
|            | Sender Account                                     | 921020018592074                  |             |             |                |
|            | Sender IFSC  | UTIB0000060                      |             |             |                |
|            | Sender Bank  | AXIS BANK LTD                    |             |             |                |
|            | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |             |                |
| 29-07-2022 | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00307 |                                  |             | 4,750.00    | 13,38,849.88Cr |
|            | UTR Number   | AXISP00307126011                 |             |             |                |
|            | Sender Account                                     | 921020018592074                  |             |             |                |
|            | Sender IFSC  | UTIB0000060                      |             |             |                |
|            | Sender Bank  | AXIS BANK LTD                    |             |             |                |
|            | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |             |                |
| 30-07-2022 | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00307 |                                  |             | 1,08,170.00 | 14,47,019.88Cr |
|            | UTR Number   | AXISP00307468346                 |             |             |                |
|            | Sender Account                                     | 921020018592074                  |             |             |                |
|            | Sender IFSC  | UTIB0000060                      |             |             |                |
|            | Sender Bank  | AXIS BANK LTD                    |             |             |                |
|            | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |             |                |
| 02-08-2022 | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00308 |                                  |             | 98,400.00   | 15,45,419.88Cr |
|            | UTR Number   | AXISP00308338970                 |             |             |                |
|            | Sender Account                                     | 921020018592074                  |             |             |                |
|            | Sender IFSC  | UTIB0000060                      |             |             |                |
|            | Sender Bank  | AXIS BANK LTD                    |             |             |                |
|            | Sender Branch                                      | UTI BANK LTD., WORLI BR., MUMBAI |             |             |                |
| 03-08-2022 | NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00308 |                                  |             | 9,500.00    | 15,54,919.88Cr |
|            | UTR Number   | AXISP00308688021                 |             |             |                |
|            | Sender Account                                     | 921020018592074                  |             |             |                |





**S.P.V.V.S.S**

**G.P.PORWAL ARTS COMMERCE AND V V  
SALIMATH SCIENCE COLLEGE SINDGI-586128**

Dist:Vijayapur

Karnataka State

**DEPARTMENT OF COMPUTER SCIENCE**

**CERTIFICATE**

*This is to certify that Kumar/Kumari Prajwal Badiger, Shaila Ukkali, Nivedita Biradar, Siddamma Bonal satisfactorily completed the project work on FIELD WORK OF COMPUTER TECHNICIAN under my supervision at our college Laboratory during the academic year 2021-22.*

*Asif*  
**HOD**  
Co-ordinator.

Dept. of Computer Science,  
G. P. Porwal Arts, Commerce, &  
V. V. Salimath Science College,  
SINDGI - 586128.

**PRINCIPAL**  
Principal,

G. P. Porwal Arts, Comm. &  
V. V. Salimath Sc. College,  
SINDGI-586128. College Code: 3234

**Place:** Sindgi

**Date**

**PROJECT ON  
FIELD WORK OF  
COMPUTER TECHNICIAN**

**By :  
Prajwal Badiger, Shaila Ukkali, Nivedita  
Biradar, Siddamma Bonal**


  
**Principal,**  
G. P. Porwal Arts, Comm. &  
V. V. Salimath Sc. College,  
SINDGI-586128. College Code: 5234

# Introduction

Field Technician: Also called 'Service Technician', the Field Technician provides after sale support services to customers, typically, at their premises.

Brief Job Description: The individual at work is responsible for attending to customer complaints, installing newly purchased products, troubleshooting system problems and, configuring peripherals such as printers, scanners and network devices.

Personal Attributes: The job requires the individual to have: ability to build interpersonal relationships and critical thinking. The individual must be willing to travel to client premises in order to attend to calls at different locations

  
**Principal,**  
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V. V. Salimath Sc. College,  
SINDGI-586128. College Code: 5234



**G P PORWAL ARTS COMMERCE AND V V SALIMATH SCIENCE COLLEGE**

**PROJECT ON [FIELD WORK OF COMPUTER TECHNICIAN]**

| SL.NO | NAME OF THE STUDENT | DOB       | SEX | CASTE | FATHER NAME  | MOTHER NAME   | AADHAAR NUMBER | STUDENT NUMBER |
|-------|---------------------|-----------|-----|-------|--------------|---------------|----------------|----------------|
| 1     | Prajwal Badiger     | 7/16/2002 | M   | 2A    | Shreeshail   | Nirmala       | 7973 2986 0106 | 6363356989     |
| 2     | Shaila Ukkali       | 7/3/2002  | F   | SC    | Basappa      | Tippavva      | 5960 6739 5214 | 8431107782     |
| 3     | Nivedita Biradar    | 7/16/2001 | F   | 2A    | Basavaraj    | Bhuvaneshwari | 9349 2178 1113 | 6360779277     |
| 4     | Siddamma Bonal      | 7/10/2002 | F   | 2A    | Ninganagouda | Shobha        | 5648 5340 0909 |                |

  
**Principal,**  
G. P. Porwal Arts, Comm. &  
V. V. Salimath Sc. College,  
SINDGI-586128. College Code: 5234

### Scope of Project:-

- Interact with the customer prior to visit
  - Understand customer's requirements on visit or prior to visit
  - Suggest possible solutions
  - Complete the documentation
  - Achieve productivity and quality as per company's norms
  - Understand the installation requirement and install the hardware
  - Configure and install the peripherals
  - Check system functionality
  - Set up the software
  - Complete the installation task and report
  - Interact with customer
  - Interact with superior
  - Achieve productivity and quality as per company's norms
- Receive and understand the customer complaint registered at customer care
- Identify system problems on field visit
  - Replace faulty module after diagnosis
  - Interact with customer
  - Report to Superior
  - Coordinate with colleagues

  
**Principal,**  
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V. V. Salimath Sc. College,  
SINDGI-586128. College Code: 5234

# Syllabus

## UNIT1

**Fundamentals of Computers:** Introduction to Computers - Computer Definition, Characteristics of Computers, Evolution and Generations of Computers, Basic Organisation of a Digital Computer; Functions & Components of a Computer, Central Processing Unit, Microprocessor, Storage units, Input and output Devices. How CPU and memory works. Classification of Digital Computer Systems: Microcomputers, Minicomputers, Mainframes, Super computers

## UNIT2

**Computer Languages** - Machine Level, Assembly Level & High Level Languages, Translator Programs – Assembler, Interpreter and Compiler; Planning a Computer Program , communicating with colleagues and seniors in order to achieve smooth work flow

## UNIT3

**Operating System Fundamentals:** Operating Systems: Introduction, Functions of an operating System, Classification of Operating Systems, System programs, Application programs, Utilities, The Unix Operating System

## UNIT4

**Introduction to Database Management Systems:** Database, DBMS, Why Database - File system vs DBMS, Database applications, Database users, Introduction to SQL, Classification of SQL-DDL, DML, DCL  
**Internet Basics:** Introduction, Features of Internet, Internet application, Services of Internet, Logical and physical addresses, Internet Service Providers, Domain Name System.  
**Web Basics:** Introduction to web, web browsers, http/https, URL

## UNIT5

installing the system, configuring the and setting up to make it ready to work on, diagnosing the problem and troubleshooting problems in the hardware

  
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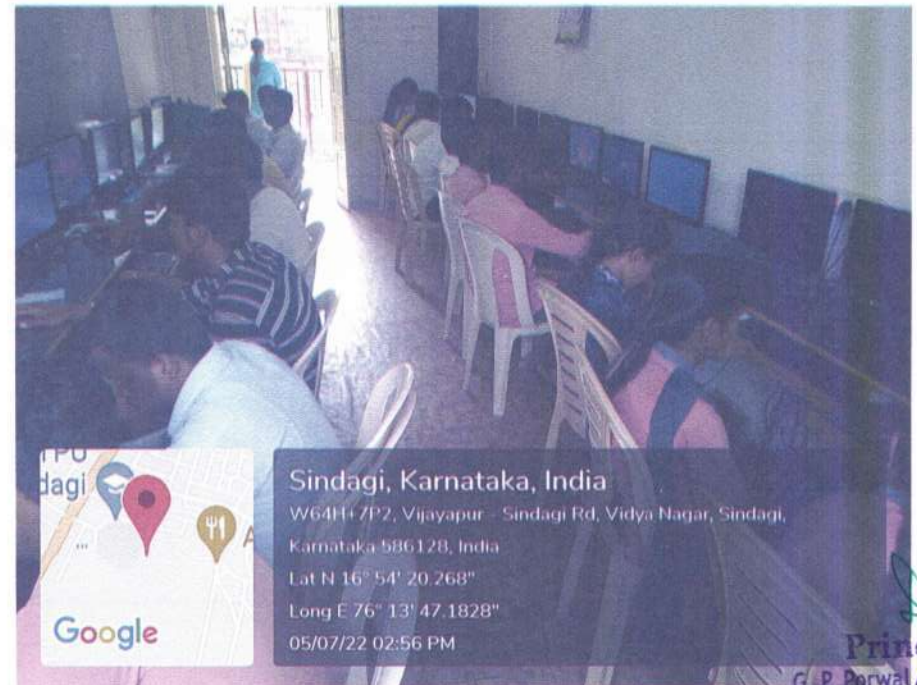
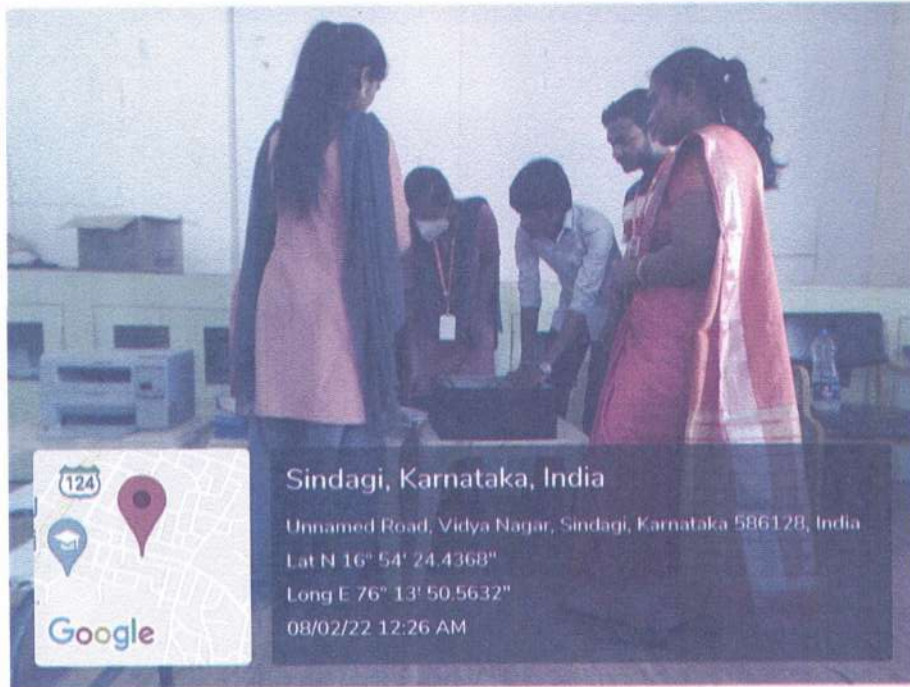


### Assessment Weightage

| Standards   | Theory Marks | Practical Marks | Project Marks | Viva Marks | Total Marks |
|---|--------------|-----------------|---------------|------------|-------------|
| Evaluate the customer requirements and computer issues  | 10           | 10              | 10            | 10         | 40          |
| .Install the desktop computer and its peripherals   | 10           | 10              | 10            | 10         | 40          |
| Carry out repair and maintenance of a desktop computer and its peripherals and .Work effectively at the workplace | 10           | 10              | 10            | 10         | 40          |
| Apply health and safety practices at the workplace  | 10           | 10              | 10            | 10         | 40          |
| Employability and Communication Skills  | 10           | 10              | 10            | 10         | 40          |
|   | 50           | 50              | 50            | 50         | 200         |

  
**Principal,**  
G. P. Porwal Arts, Comm. &  
V. V. Salimath Sc. College,  
SINDGI-586128. College Code: 5234

Glossary



*(Signature)*  
**Principal,**  
 G. P. Darwal Arts, Comm.  
 V. V. Salimath Sc. Colleg  
 SINDGI-586128. College Code: 5



**S.P.V.V.S.S**

**G.P.PORWAL ARTS COMMERCE AND V V  
SALIMATH SCIENCE COLLEGE SINDGI-586128**

Dist:Vijayapur

Karnataka State

**DEPARTMENT OF COMPUTER SCIENCE**

**CERTIFICATE**

*This is to certify that Kumar/Kumari Mithun Rathod,  
Vilas Pawar, Mahiboob, Pooja Hosamani, Ashwini Hebbal,  
Swati Hebbal, Bismilla Mulla **satisfactorily completed the  
project work on FRONT OFFICE EXECUTIVE under my  
supervision at our college during the academic year 2021-22.***

  
**HOD**  
Co-ordinator.

Dept. of Computer Science,  
G. P. Porwal Arts, Commerce, &  
V. V, Salimath Science College,  
SINDAGI - 586128.

  
**PRINCIPAL**  
Principal,  
G. P. Porwal Arts, Comm. &  
V. V. Salimath Sc. College,  
SINDGI-586128. College Code: 5234

**Place:** Sindgi

**Date**



**PROJECT ON  
FRONT OFFICE EXECUTIVE**

**By :**

**Mithun Rathod, Vilas Pawar, Maihiboob,  
Pooja Hosamani, Ashwini Hebbal, Swati  
Hebbal, Bismillah Mulla**



**Principals**  
G. P. Porwal Arts, Comm.  
V. V. Salimath Sc. College,  
SINDGI-586128. College Code: 5234

G P PORWAL ARTS COMMERCE AND V V SALIMATH SCIENCE COLLEGE

PROJECT ON [ FRONT OFFICE EXECUTIVE ]

| SL.NO | NAME OF THE STUDENT | DOB       | SEX | CASTE | FATHER NAME | MOTHER NAME | AADHAAR NUMBER | STUDENT NUMBER |
|-------|---------------------|-----------|-----|-------|-------------|-------------|----------------|----------------|
| 1     | Mithun Rathod       | 6/1/2002  | M   | SC    | Prabhu      | Bheemabai   | 3464 9611 1807 | 7022690397     |
| 2     | Vilas Pawar         | 6/15/2002 | M   | SC    | Dhanasingh  | Sunanda     | 3935 2366 2757 | 9108675372     |
| 3     | Maihiboob Kondaguli | 7/8/2002  | M   | 2B    | Makabul     | Shamashayad | 2150 7558 2654 | 8971289324     |
| 4     | Pooja Hosamani      | 7/2/2001  | F   | SC    | Mapanna     | Devakki     | 2168 4025 9753 | 9686010917     |
| 5     | Ashwini Hebbal      | 7/15/2001 | F   | 2A    | Shivappa    | Shridevi    | 6632 7530 0353 | 9113252141     |
| 6     | Swati Hebbal        | 6/22/2001 | F   | 2A    | Shivanand   | Renukabai   | 2615 1440 1436 | 9980099316     |
| 7     | Bismilla Mulla      | 7/2/2002  | F   | 2B    | Ismail      | Noorjahan   | 4724 9565 6344 | 9632971138     |

  
Principal  
G. P. Porwal Arts, Com. &  
V. V. Salimath Sc. College,  
SINDGI-586128. College Code: 5234



# Description of the Research

## Brief Job Description

The individual at work supervises the reception of the guests, monitors reservations and room allocation, and performs cashiering activities. The person also ensures a smooth stay for the guests and mentors the front office staff.

## Personal Attributes

The job requires the individual to be polite, well-groomed, committed, service-oriented, and to have pleasant demeanor, and attention to detail. It also requires physical fitness and ability to work in standing position for long hours



**Principal,**  
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V. V. Salimath Sc. College,  
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# Syllabus

## UNIT1

This unit is about supervising the guest's check-in and check-out process to ensure guest satisfaction. It includes overseeing activities like guest registration during check-in, arrangement of guest requirements, and ensuring a comfortable guest stay at the hotel.

## UNIT2

This unit is about handling and resolving guest complaints, and mentoring the front office staff to improve guest satisfaction.

## UNIT3


This unit is about handling payment of guests during check-in. It also includes preparation of invoice, handling bills received from the other departments, and closing the guest account on check out.

## UNIT4

This unit is about communicating effectively, maintaining standards of etiquette at workplace, and engaging with guests to provide specific services and ensuring that confidentiality of the organisational information and the privacy of the guests is maintained at all times.

## UNIT5

This OS unit is about ensuring a hazard free working environment along with maintaining health and hygiene and adoption of sustainable practices at workplace.

  
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V. V. Salmath Sc. College,  
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### Assessment Weightage

| Occupational Standards   | Theory Marks | Practical Marks | Project Marks | Viva Marks | Total Marks |
|--|--------------|-----------------|---------------|------------|-------------|
| Supervise guest check-in and check-out process   | 10           | 10              | 10            | 10         | 40          |
| Handle guest complaints and guide front office staff   | 10           | 10              | 10            | 10         | 40          |
| Perform cashiering activities  | 10           | 10              | 10            | 10         | 40          |
| Ensure effective communication and service standards at Monitor and maintain health, hygiene and safety at workplace | 10           | 10              | 10            | 10         | 40          |
| Computer activities on word, Excel, PPT, Access etc  | 10           | 10              | 10            | 10         | 40          |
|  | 50           | 50              | 50            | 50         | 200         |

  
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V. V. Satimath Sc. College,  
SINDGI-586128. College Code: 5234

Job Summary:

- Provides administrative support to a department or office location.
- Provides support for reception and guest services, mail services, phone, meeting rooms and location services.

Essential Job Duties & Responsibilities:

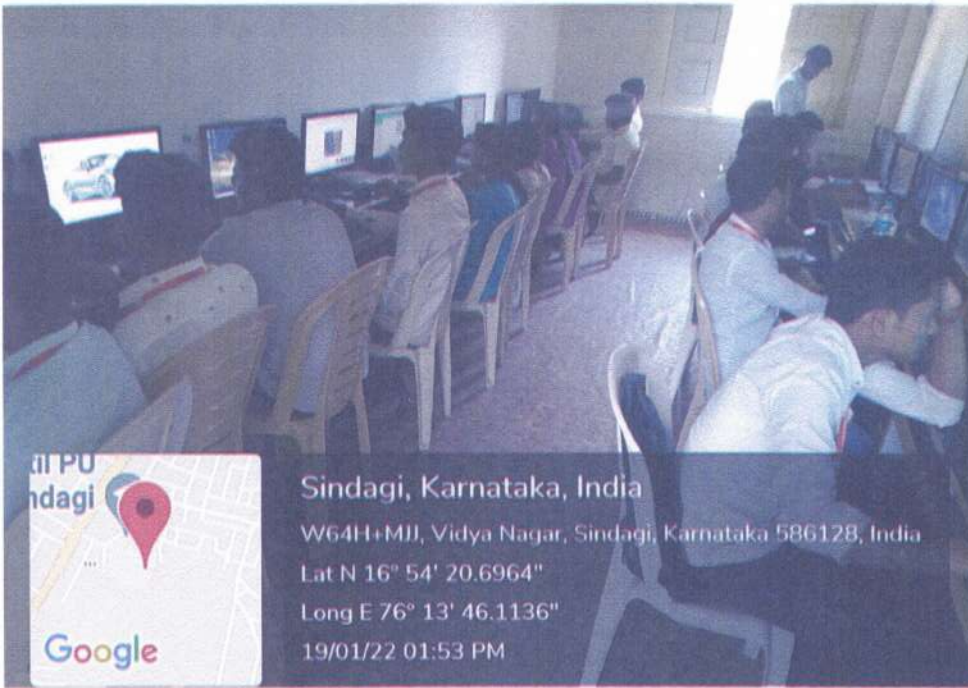
- Receives and directs incoming calls to appropriate personnel and voicemail.
- Greets and announces clients, applicants and visitors. Follows security procedures for recording guests, suppliers and other visitors. Arranges escorts as needed. Issues visitor passes and validates parking.
- Assists with scheduling and preparing meeting and conference rooms. Coordinates setup of conference/meetings rooms. Arranges for and reserves projectors and other meeting equipment, ensuring equipment is in good operating condition. Arranges video and/or web conferencing as needed.
- Coordinates catering for meeting and events. May negotiate pricing and menus. Secures approvals for catering expenses and reviews invoices to arrange billing to appropriate department or business unit.
- Performs general clerical duties associated with distributing office faxes, packages and mail as required. Uses tracking systems to record inbound and outbound courier, freight and mail. Meters mail. Arranges messenger service as needed. Follows location security procedures for screening inbound deliveries.
- Orders office supplies and other common use items for the location, such as caf supplies, equipment toner, printer paper, freight and shipping supplies etc.
- Maintains neat appearance reception area, conference rooms caf and other common areas. Requests building and housekeeping services as needed. Periodically inspects common area equipment to ensure good operating condition. Arranges equipment service as needed.
- Maintains records and logs of service requests and tracks their status.
- Maintains a file of services including transportation sources, accommodations, and referral contacts. May arrange convenience/hospitality services for guests such as transportation, tickets, reservations, etc.
- Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.

  
**Principal,**  
G. P. Porwal Arts, Comm. &  
V. V. Salimath Sc. College,  
SINDGI-506128. College Code: 5234

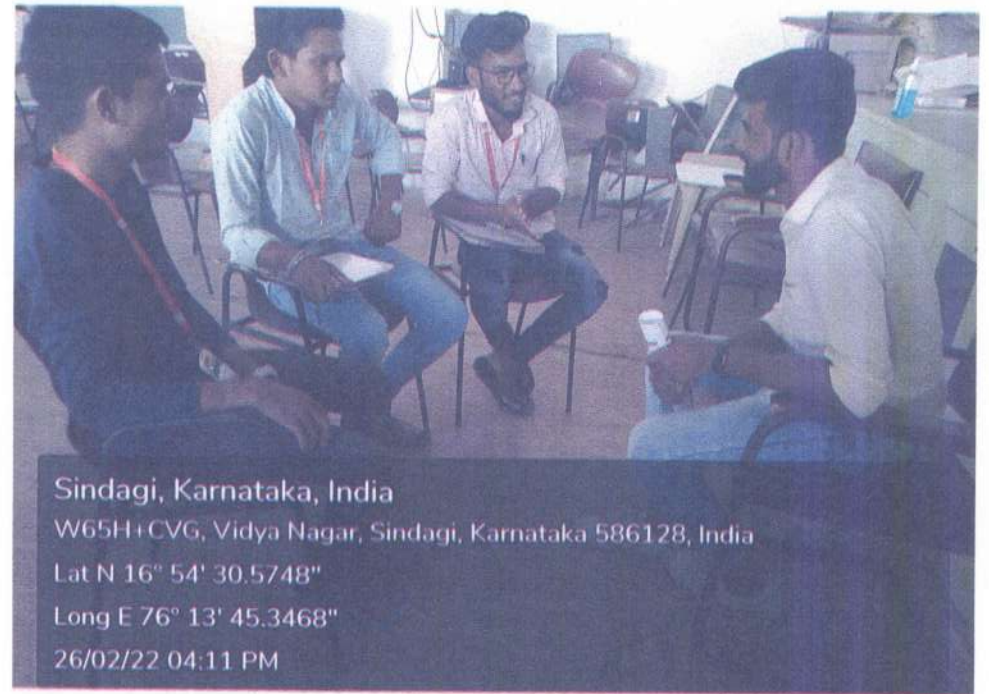


## Glossary

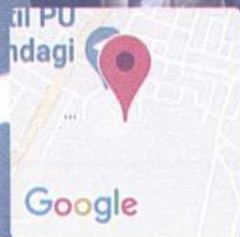
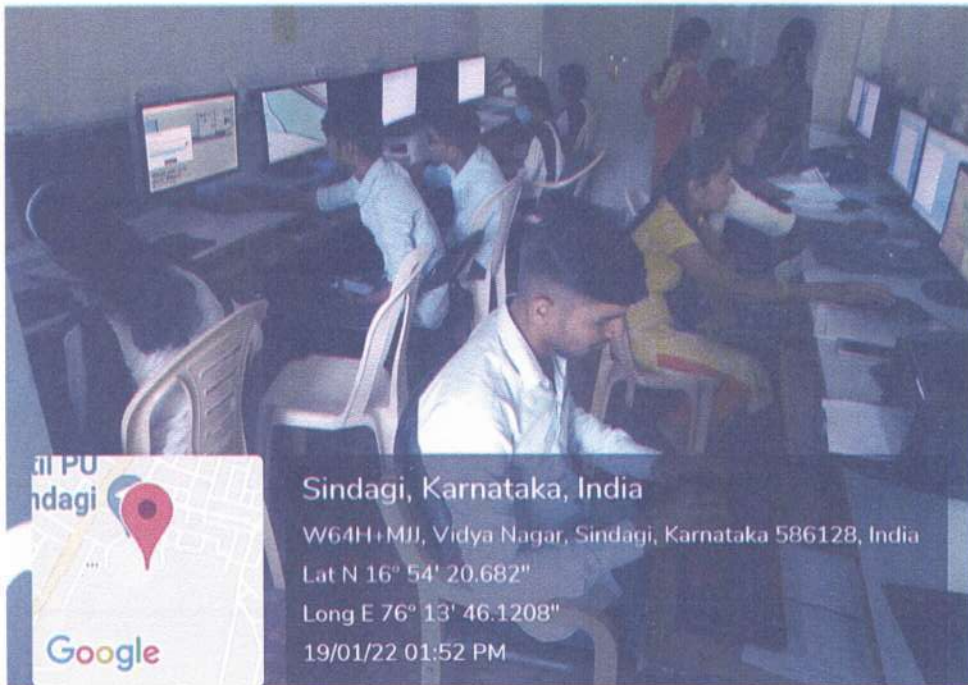
|                                  |   |
|----------------------------------|---|
| Sector                           | Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. |
| Sub-sector                       | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.  |
| Occupation                       | Occupation is a set of job roles, which perform similar/ related set of functions in an industry  |
| Job role                         | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation  |
| Performance Criteria             | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.   |
| Unit Title                       | Unit title gives a clear overall statement about what the incumbent should be able to do  |
| Description                      | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.  |
| Scope                            | Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.                       |
| Knowledge and Understanding (KU) | Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard     |



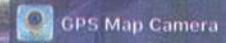
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Long E 76° 13' 46.1136"  
19/01/22 01:53 PM



Sindagi, Karnataka, India  
W65H+CVG, Vidya Nagar, Sindagi, Karnataka 586128, India  
Lat N 16° 54' 30.5748"  
Long E 76° 13' 45.3468"  
26/02/22 04:11 PM



Sindagi, Karnataka, India  
W64H+MJJ, Vidya Nagar, Sindagi, Karnataka 586128, India  
Lat N 16° 54' 20.682"  
Long E 76° 13' 46.1208"  
19/01/22 01:52 PM



Sindgi Rural, Karnataka, India  
Vijayapur - Sindagi Rd, Sindgi Rural, Karnataka 586128, India  
Lat 16.897848°  
Long 76.221296°  
24/02/22 02:36 PM GMT +05:30

*[Signature]*  
**Principal,**  
G. P. Porwal Arts, Comm.  
V. V. Salimath Sc. College  
SINDGI-586128. College Code: 52